

The Travel Advisor

Covering DTS and GTCC policy and procedures for the Army in Europe

Volume I, Issue 7

May 2007



Defense Travel System

For DTS questions, please contact the 266th FINCOM DTS helpdesk.

Email:

266dtshelpdesk@eur.army.mil

Kaiserslautern Helpdesk

483-7489

Heidelberg Helpdesk

379-5065/5066/5293



For Government Travel Charge Card questions, please contact the USAREUR GTCC Program Management Office at 379-6238/6037.

Upcoming DTS training classes

Location: Tompkins Barracks, Schwetzingen, Germany, BLDG 4242 RM 410

May 15, 16, 29, 30—0900-1300 Traveler training
May 15, 16 29, 30 —1300-1630 AO/Traveler training
May 22-24—0900-1600—ODTA Training (3 day training for DTS POCs)

Location: Kleber Kaserne, Kaiserslautern, Germany, BLDG 3200 RM N216/217

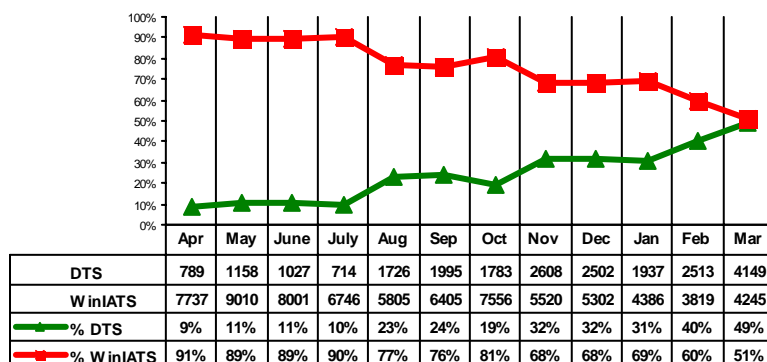
May 9, 10, 23, 24—0900-1300 Traveler training
May 9,10, 23, 24 —1300-1630 AO/Traveler training
May 15-17—0900-1600—ODTA Training (3 day training for DTS POCs)

Please contact the DTS Helpdesk if interested in attending a training class.

Did you know? - DTS and GTCC

- DoD Civilians may not be ordered/required to use Government quarters. However, if the Government quarters are available, the approving official may prescribe a reduced per diem rate based on the Government quarter cost prior to the start of travel (i.e. must be noted on the authorization). Please see Appendix O of the JFTR/JTR (Section U4040) for more information.
- Please make sure that your AKO emails are forwarded to your EUR accounts.
- If your organization/unit is connected to the CTO (SATO) in DTS, do not make your reservations in DTS and call SATO to make reservations. SATO is seeing many double bookings.
- Any person who has had their government travel card charged off (meaning more than 210 days delinquent), they are ineligible to re-apply for another government travel card. Bank of America will not make any exceptions.
- DTS traveler profiles must contain Electronic Funds Transfer (EFT) routing and bank account numbers. Without EFT information, the traveler will receive an error message when stamping the document SIGNED. The traveler will be advised to go to the "Account Information" screen to enter bank routing and account numbers.

DTS vouchers vs. Manual vouchers



This chart depicts a comparison between DTS TDY vouchers and manual TDY vouchers for the Army in Europe.

The Joint Reconciliation Program (JRP) Goal is currently 80% usage of DTS versus manual vouchers. In order to reach this, the target date for completing fielding of all units in Army-Europe is 31 July 2007, with full proliferation by 30 September 2007.

DTS Training available online!

Great news! DTS users can now take an assessment for each user role. Successfully passing each assessment will allow you to download a Course Completion Certificate.

Once you have been trained, you can do great things with DTS. When traveling, you can make your own reservation requests. You can get all necessary approvals via electronic routing. You can receive payment in an average of 4.5 days after filing your voucher. Most importantly, you can help the Department of Defense save a lot of money. This training is not only for travelers who can be trained via the Functionality WBT. This WBT contains modules (and certificates) for:

- Travelers and Non-DTS Entry Agents
- Routing Officials (including Authorizing Officials)
- Lead or Organization Defense Travel Administrators
- Finance Defense Travel Administrators
- Transportation Officers.

A user filling any of these positions can receive vital information through WBT, and now can receive a certificate upon successful completion of the applicable module.

You can take the Functionality WBT, or just skim through it, by accessing the Defense Travel System's World-Wide Web site at <http://www.defensetravel.osd.mil>, then clicking on the blue Training button, then the Launch button in the DTS WBT section. Or go directly to <http://www.defensetravel.osd.mil/dtsWBT/site/>.

Dear DTS Helpdesk...

Dear DTS Helpdesk,

How does the meals and incidental expense rate (M&IE) rate work if a traveler returns from one TDY and then leaves for another on that same day?

Signed,

A Confused Approving Official

Dear Confused,

Great question! The best way to explain the solution is to provide an example.

Let's say John Doe has a TDY from May 30th to June 5th. He arrives back to his permanent duty station (PDS) on the morning of the 5th. Later that evening, John departs for another TDY (on another set of orders). John is entitled to 75% M&IE for the day of return to PDS and then is entitled to 75% for day of departure on the different TDY order—even if the same day.

Dear DTS Helpdesk,

I have a TDY to a CONUS location and would like to fly business class or first class. Is this something that can be approved by my approving official?

Signed,

Luxury Lifestyle Seeker

Dear Luxury,

You must have the approval from a two star general or civilian equivalent in order to fly business class. In order to fly first class, you would need the approval of a four star general or civilian equivalent. A copy of the approved document must be electronically attached to the trip record prior to approving official (AO) approval.

Dear DTS Helpdesk,

I had a fender bender with my rental car while on TDY. How do I go about getting reimbursed?

Signed, Speed Racer

Dear Speed,

Please refer to the DoD FMR Vol 9, Ch 4 (pgs. 4-5 thru 4-7) for guidance regarding reimbursement during an accident.

Additionally, if you have a government travel charge card. You can call Visa at 800-VISA-911 to make a claim.

Dear DTS Helpdesk,

I'm going TDY tomorrow and don't have orders yet. Can I use DTS to book my flight, hotel and rental car?

Signed, Last Minute Traveler

Dear Last Minute,

Since your TDY is within 3 business days, please book all travel arrangements outside of DTS by contacting the CTO directly. You will still need to get your orders approved in DTS, you will just skip the Reservation Refresh module for booking your travel.